

**To:** Pease, Amanda[Pease.Amanda@epa.gov]; EOC Public Information[EOC\_Public\_Information@epa.gov]  
**Cc:** Tenley, Clancy[Tenley.Clancy@epa.gov]; Gray, David[gray.david@epa.gov]; Smith, Paula[Smith.Paula@epa.gov]; Colaizzi, Jennifer C.[Colaizzi.Jennifer@epa.gov]; Mylott, Richard[Mylott.Richard@epa.gov]  
**From:** Davis, Tim  
**Sent:** Sun 8/16/2015 11:24:26 PM  
**Subject:** Livestock flyer - where should I post this (once I know that it is approved)? There are SEVEN categories on the website, and they are very, very similar to each other (and other instructions to make it easier for Jeff & me)

Hi everyone! (My email might be down yet AGAIN, so this might not go out at 7:10 PM Mountain time; you might be getting it much, much later)

Recapping: we already have a Navajo Nation Fact Sheet, which is linked from this page:

<http://www2.epa.gov/goldkingmine/navajo-nation-fact-sheet>

While going through today's emails, I spotted a separate request from 8 hours ago for a new flyer whose link would be called "Information for Navajo Nation San Juan River Communities." We have a Navajo Nation fact sheet, but the attachment accompanying this particular Navajo Nation request is actually a LIVESTOCK flyer, so I'm not sure what to do. It looks like it's not on the website, so I just wanted to see what the status is of this request and approval. It's possible that I was not on some emails that discussed this flyer in more detail.

However, the more likely scenario is that multiple threads for different fact sheets are getting mixed up again. There was a LOT of confusion and cross-pollination on two different and incredibly long email threads last night. There was great confusion between NN and NM, for example. We've got to make absolutely certain that each thread that deals with **something to post on the website** MUST deal with only ONE specific thing (for example, one Excel file that's clearly labeled, with the Web page address so that we know **\*exactly\*** which page and file you're talking about).

NONE of what I'm writing below is meant as a complaint; I REALLY enjoy working with all of you! I just want to help you help Jeff and me, as it were, so that we can always be 100% sure that we're posting the right data/updates/fact sheets/etc in the right places and with the correct approvals, correct intro language, etc. I did everything that anyone could possibly do to check on the data last night, including calling everyone involved several times each before posting the R6/R9/R8/NN/NM/etc data.

Ideally, Jeff and I only want to see ONE email after all the decisions, modifications and approvals are made and the **\*exact\*** instructions are ready. I know that it's not realistic, but we'd love to have fewer emails to comb through so that we know what we're supposed to post (and that it got fully approved). When I'm trying to sort through hundreds of incredibly similar emails (with five different overlapping threads on data, fact sheets, files, remove this line, add that line, etc...) at midnight in a dark office building with no one around, my eyes start to play tricks on me. Plus, naturally (as happens with any website), my questions often only BEGIN when the final approved version is sent to me (where to post, how to introduce the new data/image/page/PDF/etc).

If you want us to replace some text on a page, for example, just send us the new text that COMPLETELY replaces what's currently on the page. I had instructions very late on Wednesday night to put four paragraphs somewhere on a page, but it turned out that only the first paragraph and the first sentence of the *second* paragraph (out of the four sent to me—and I only saw it after combing through at least 100 emails regarding this language) were all that were intended to replace some semi-random part of the page. I'm NOT a mind-reader! ☺

**MOST IMPORTANT POINT—IF YOU'RE SHORT ON TIME OR ATTENTION SPAN (LOL), JUST READ THIS ONE PARAGRAPH:**

Whoever has the final say on the **livestock** flyer: be sure to tell me what to title a new flyer and EXACTLY where to link it from; our website is unbelievably confusing to the general public (and even to Jeff and me!). "Fact Sheet," "Information for Specific Communities," "Related Information," "Updates," "Data and Information" and "Press Releases" and, believe it or not, even "Data" which is a SUB-part of "Data and Information") are very, VERY similar features on the website. There's almost no differentiation between any of these categories.

Anyway, look at the final emails I sent last night when I updated the website; they listed (in exact order) everything I did to every page, along with how they were introduced, etc. Instructions like that to Jeff and me don't take very long to create, and they will save EVERYONE hours—and, best of all, there will be ZERO confusion on what needs to go where, when and how.

So...If you would still like this livestock flyer posted on the website tonight, I'll be happy to post it immediately for everyone if:

1. I'm notified that It's 100% approved (of course)

2. Someone lets me know what PAGE it should go on (or at the very, very least: under which one of the **SEVEN categories on the website** does this fall? Is it Related Information? Fact Sheets? Data and Information? Information for Specific Communities? Etc?)

Your wish is my command; operators are standing by! ☺

Thanks so much! I know that everyone is working CRAZY hard! I hope that at least a few people are getting decent sleep!! ☺

--Tim

720-261-7036 if my EPA email somehow goes down again at the worst possible time...

**From:** Pease, Amanda  
**Sent:** Sunday, August 16, 2015 8:40 AM  
**To:** EOC Public Information  
**Cc:** Davis, Tim; Morin, Jeff; Tenley, Clancy  
**Subject:** FW: Gold King Mine Response || Develop a simple flyer to announce a public meeting

Hi all,

Can you please create a link that says: "Information for Navajo Nation San Juan River Communities" and post this flyer as the content. Please post the flyer itself so that people can see the map on this page, please do not post the flyer as a link embedded in the page. Feel free to call me with questions – I would absolutely welcome a phone call from you. I can be reached at 858-603-2344.

Best,

Amanda

**From:** Grubb, Alex [<mailto:Alex.Grubb@WestonSolutions.com>]  
**Sent:** Saturday, August 15, 2015 12:52 PM  
**To:** Pease, Amanda  
**Subject:** RE: Gold King Mine Response || Develop a simple flyer to announce a public meeting

Yeah I sent it over a few hours ago. Here it is again.

**From:** Pease, Amanda [<mailto:Pease.Amanda@epa.gov>]  
**Sent:** Saturday, August 15, 2015 12:29 PM  
**To:** Grubb, Alex  
**Subject:** RE: Gold King Mine Response || Develop a simple flyer to announce a public meeting

Ok great. Do you have the livestock flyer?

**From:** Grubb, Alex [<mailto:Alex.Grubb@WestonSolutions.com>]  
**Sent:** Saturday, August 15, 2015 12:28 PM  
**To:** Pease, Amanda  
**Subject:** RE: Gold King Mine Response || Develop a simple flyer to announce a public meeting

I put together a basic flyer/handout template that looks more like the ones you sent earlier, just in case we need to throw one of these together quickly (nothing to write home about, but could be helpful in a pinch).

**From:** Pease, Amanda [<mailto:Pease.Amanda@epa.gov>]  
**Sent:** Saturday, August 15, 2015 7:53 AM  
**To:** Grubb, Alex  
**Cc:** Sanchez, Yolanda  
**Subject:** FW: Gold King Mine Response || Develop a simple flyer to announce a public meeting

Hi Alex,

Here are some templates for you to use in future factsheets and meeting announcements. Please share with on-site Weston folks as well.

Best,

Amanda

**From:** Sanchez, Yolanda

**Sent:** Friday, August 14, 2015 3:22 PM

**To:** Pease, Amanda

**Subject:** Gold King Mine Response || Develop a simple flyer to announce a public meeting

Amanda,

I just saw this email from David. I found some templates (attached) that the Westin could work from. It'll be best to work with your on-site contract team.

**Yolanda Anita Sanchez, MS, MPA**

US Environmental Protection Agency || Region 9 || **Superfund Division** || Community Involvement

**Desk:** 415-972-3880

*"Start where you are. Use what you have. Do what you can." - Arthur Ashe*

**From:** Yogi, David  
**Sent:** Thursday, August 13, 2015 10:58 AM  
**To:** Cafasso, Sarah; Sanchez, Yolanda  
**Subject:** Draft Fact Sheet Text

Also, could someone develop a simple flyer we modify from the IC that could be used to announce a public meeting? Thanks

- David

David Yogi  
Manager, Community Involvement Section  
Superfund Division  
U.S. Environmental Protection Agency  
Phone: 415-972-3350  
Mobile: 415-760-5419  
Email: [yogi.david@epa.gov](mailto:yogi.david@epa.gov)

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